



TOWN OF NORTH ANDOVER

FINANCE COMMITTEE

Meeting Minutes

Meeting Date: 4 February 2010

Meeting Location: Town Hall, Second Floor
Conference Room

Meeting Called to order: 6:40 PM

I. FinCom Members in Attendance

Mark Rodgers-MR, Chairman	X	Ramsey Barely-RB	
Peter Besen-PB, Vice Chairman	X	Bonnie Wilkinson-BW	X
Ben Osgood-BO	X	Carlos Bielicki-CB	X
Jean Sullivan-JS	X	Thom Dugan-TD	X
Alan Lebovidge-AL		Herb Cunha-HC, Minutes	

Non FinCom Members in Attendance

OTHERS: Mark Rees, MRees-Town Mgr

Note: All FINCOM votes are subject to change upon receipt of new information.

AI: MR: Convert minutes and Agenda to PDF format and sent to PB for posting.

II. Previous Minutes Approved

DATE: 28 Jan 2010 Approved, Unanimous

III. New Business

AGENDA ITEM: A. CIP Facilities Master Plan Consulting

Discussion -MR: Why is this research considered capital?
-MRees: Mass. laws allow borrowing for this type of study. If I had this money in my budget I'd like nothing more than to use it instead of borrowing.
-MR: Why should we study uses for the police station when it was given to the town as part of the value proposition for the police station borrowing?
-MRees: We had made it part of using the Bradstreet school but not part of the proposition for the credit union.
-TD: Do we have a building condition database?
-MRees: We are proposing a facilities director who would build this but we don't have one now.
-BO: I'd spend more \$'s and give the facilities director a budget to use.
-BW: Before we get a CIP proposal I think we should see a scope of work that accompanies a real price quote, and that the SOW should match the price quote.

AGENDA ITEM: A. CIP Facilities Master Plan Consulting, continued	
Discussion:	<p>-MRees: Before buying items with CIP monies we follow the state bid requirements, which include statements of work and competitive quotes. The difficulty is that there is considerable time that lapse between initial proposal, town approval, competitive bids, borrowing and purchase. This makes the initial quote process more difficult.</p> <p>Action item: MR:Email a request to Matthew Killen and the School Committee to requote the IT proposal with alternative equipment and also look for the same products at different vendors with the intent of lowering the price of the project. (Note: this email was sent the following day)</p> <p>Peter Discussion on amending Town Bylaws to accommodate greater transparency in labor contracts and more clearly comply with state law regarding funding of labor contracts. Peter passed out copies of the Mass Law regulating the funding of labor.</p>

IV. Next Meetings

Thursday, 11 Feb 2010 Town Hall, 6:30 PM

V. Adjournment

Motion: BO Unanimous
Seconded: BW Time: 9:15 PM

ACTION ITEMS

C=Complete

ITEM #	ACTION ITEM	INDIVID.	COMPL. DATE	STATUS
1	Send out financial assumptions model, update with actuals, 2009 model	MR	19 Nov	C
2	Contact Art. and Wellesley for their financial models	MR	19 Nov	
3	Check on website for financial forecasting documents	PB	19 Nov	
4	Contact M. Rees to invite Andover Facility Manager to come to North Andover	MR	19 Nov	C
5	Email Rick Nardella, BOS, about vacant Bradstreet School for planned action	MR	19 Nov	C
6	Revise forecast and CIP in analysis	MR/TD	7 Jan	C
7	Bring binder with budget for BW to review	MR	7 Jan	C
8	Convert minutes and Agenda to PDF format and sent to Peter for posting.	MR	11 Jan	HC to format
9	Email a request to Matthew Killen and the School Committee to requote the IT proposal with alternative equipment and also look for the same products at different vendors with the intent of lowering the price of the project.	MR	5 Feb	C